Complaint Letter for Poor Service

From,

Shelli J Taylor 4839 Holden Street San Diego

Date:24th April 2021 To,

Susan H Lawrence 2551 Cantebury Drive Garden City

(Mr/Ms. Dear),

To Whom It May Concern,

I am writing this letter to complain about the poor service I experienced from the company on June 10, 2020. A representative visited me at XX Company; his name was Mr. John Doe.

Mr. John Doe was 2 hours late for his appointment and offered nothing as an apology when he arrived. He proceeded to present a range of products I had asked his assistant on call that I was not interested in. I tried to ask your representative about the products that interested me, but he refused to answer them.

My impression of XX Company has been tarnished, and it has become a matter of concern about how my existing business is handled by your firm.

I have been working with your company for a very long time and have never encountered such an experience before. I would like to suggest a meeting to discuss these matters and learn about how your company will prevent handling a similar situation from reoccurring.

I look forward to hearing from you. Yours faithfully,

Shelli J Taylor 3758765976954